



CAREER OPPORTUNITY

JOB TITLE: SENIOR TRAINING AND RESEARCH OFFICER (JOB GRADE 5)

About ICIFA

The Institute of Certified Investment and Financial Analysts (ICIFA) is the only professional body mandated to regulate the Investment and Financial Analysis profession in Kenya. ICIFA registers and licenses Certified Investment and Financial Analysts (CIFAs) both in private and public practice under the Investment and Financial Analysts Act (No.13 of 2015).

Vision: The leading institute for investment and finance professionals

Mission: To promote excellence and professionalism amongst its members and the financial industry.

Job Summary:

Duties and responsibilities of the Senior Training and Research Officer will entail:

I. Research and Standards:

- i. Implementing quality assurance policies, standards and procedures that align with relevant industry standards and regulations;
- ii. Promoting standards of professional competence and ethical practices;
- iii. Ensuring compliance to set criteria for eligibility for registration;
- iv. Monitoring compliance with professional standards;
- v. Providing support in developing investment reporting standards; and
- vi. Conducting research into the subjects of securities and investments.

II. Training and Continuous professional development

- i. Implementing programmes for Training and Continuous professional development;
- ii. designing and administering ethics and integrity test programme;
- iii. determining the professional suitability of all members;
- iv. conducting continuous development programmes for members;
- v. Undertaking desktop research on continuing professional development programmes;

- vi. Preparing briefs on basic issues in CPD;
- vii. Assisting in assembling of materials for continuing professional training and development;
- viii. Developing preliminary action plans for the CPD programme; and
- ix. Coordinating assembly for all materials for continuing professional training and development.

III. Person Specifications

For a candidate to be appointed to this position, they must have;

- i. At least four (4) years relevant working experience in the Investment and Finance industry
- ii. Bachelor's degree in any of the following disciplines: - Commerce, Finance, Business Administration/Business Management (Accounting/Finance Option) or equivalent qualifications from a recognized institution
- iii. Full Member of the Institute of Certified Investment and Financial Analysts (ICIFA).
- iv. Proficiency in computer applications.
- v. Meet the requirements of Chapter 6 of the Constitution of Kenya
- vi. Attended a supervisory course lasting not less than two (2) weeks from a recognized institution.
- vii. Proficiency in computer applications.

Functional Skills, Behavioral Competencies and Attributes:

- Leadership skills;
- Strategic management skills;
- Problem-solving skills;
- Conflict management skills;
- Communication skills;
- Interpersonal skills;
- Organizational skills;
- Negotiation skills;
- Team building; and Analytical skills.

Behavioral competencies/Attributes

- Critical thinking;
- Strategic thinking;
- Ability to work under pressure;

- Knowledge statistical software for data entry, analysis, extraction and reporting;
- Problems are highly complex, requiring significant research and creative thinking.

Applications details:

Applicants should submit their applications (including scanned copies of academic and professional certificates, testimonials, updated detailed CV and cover letter) in PDF format indicating expected remuneration to the following email address: hr@icifa.co.ke by **Friday, 13th September 2024** at **5.00 p.m.**

Only shortlisted candidates will be contacted. Canvassing will lead to disqualification.